



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT



Housing Regulation Administration
Rental Accommodations Division



RENTAL ACCOMMODATIONS DIVISION (RAD)
(202) 442-9505

DROP BOX INSTRUCTIONS

If you have a document to be filed with the Rental Accommodations Division/Rent Administrator, you may leave your document in the drop box.

Documents will be collected daily and will be processed within five (5) business days. If your documents are incomplete, you will be notified by telephone, email, or mail. **There will be no same day service.**

DROP BOX INSTRUCTIONS

1. If you are filing a rental accommodation registration form, enclose copies of your basic business license, your certificate of occupancy (if applicable), and a copy of your recorded deed.
2. Completely fill out the cover form with your name, physical mailing address (no P.O.B Boxes), daytime telephone number and email address.
3. Put the cover form on top of your document.
4. Put the cover form and your document into an envelope and insert into the drop box.

RAD will review your document(s) within five (5) business days. If approved, you will be notified by telephone or email that your document copies are ready for pick up.

If your document is rejected, RAD will provide an explanation letter that will be emailed or mailed to your attention.

If you have questions, please call the Rental Accommodations Division on 202-442-9505.